



# Tony Evers

Office of the Governor | State of Wisconsin

## Scheduling Assistant

Governor Tony Evers is seeking a Scheduling Assistant to join his Madison office in mid-August 2023. The Scheduling Assistant is responsible for organizing and maintaining the Scheduling request process, helping prepare the governor's briefing materials, and helping manage internal databases. This position is eligible for a generous benefits package, including health insurance, paid leave, and retirement benefits.

### Job Responsibilities

The Scheduling Assistant manages all scheduling request-related correspondence, assists with the implementation of events, and drafts the Governor's formal daily/weekly schedules. The Scheduling Assistant reports to the Scheduling Director and will be based in Madison.

Specific job duties include:

- Assists the Scheduling Director with all scheduling inquiries and responses, including monitoring the Governor's scheduling inbox.
- Support the Scheduling Director with any additional tasks as needed to ensure the Governor's schedule is fully prepared, well-executed, and meaningful.
- Draft general responses for answering scheduling requests, creating look-books, and other needed documents.
- Assists the Scheduling Director in coordinating with the appropriate internal teams throughout the administration to obtain surrogates or videos in the Governor's absence at events.
- Works closely with our Communications, Proclamations, Political, and Advance teams to ensure a seamless event-planning process.
- Drafts the Governor's daily and weekly schedules.
- Assists with travel and staffing needs as necessary.
- Collaborates with Legal Counsel to ensure compliance with SEI requirements and Ethics rulings.
- Manages scheduling department interns when applicable.
- Positively represents the Governor's Office in all aspects of the role.

### Qualifications

The ideal candidate will be a highly organized and detail-oriented person who excels in working both on a team and independently, can adapt quickly to change, and is a top-notch problem solver.

### Requirements

- Strong interpersonal communication skills.
- Acute attention to detail.
- Strong organizational skills and the ability to work in a fast-paced, deadline-oriented environment.
- Desire to execute at a top-quality standard every day.
- Driver license and good driving record.

- The ability to spend 10% of the week on the road, sometimes more; a state vehicle will be available for your work travel.

**Compensation**

- Salary range \$40,000 to \$48,000 annually.
- Generous Benefit Package Available.

The Office of Governor Tony Evers is an equal opportunity employer, and it strives to recruit and retain high quality staff who are committed to increasing the diversity of the organization.

**How to Apply**

Send a cover letter and resume to [Corissa.Uselmann@Wisconsin.gov](mailto:Corissa.Uselmann@Wisconsin.gov)